

# FLORIDA DEPARTMENT OF EDUCATION



## STATE BOARD OF EDUCATION

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## CONTACT PERSONS

**NAME:** Mark Eggers

Charlie Hood

Ruth Jones

**PHONE:** (850) 245-0351

(850) 245-9795

(850) 245-0400

## MEMORANDUM

DATE: September 24, 2010

TO: District School Superintendents

FROM: Linda Champion

SUBJECT: October 2010-11 Transportation Survey

This document is intended to assist school districts in providing safe and efficient transportation services to Florida's student population. The October 2010-11 student transportation survey will be conducted the week of October 11-15, 2010. The Automated Student Information System (student transportation format) is used by all districts to transmit their October student transportation information.

Please refer to the 2010-11 Student Transportation General Instructions online at <http://www.fldoe.org/fefp/trans.asp> for information regarding student eligibility, reporting criteria, instructions for the Automated Student Information System, and reporting deadlines. A list of the reporting deadlines is attached for your convenience. The deadline for initial full submission of October survey data is Friday, October 29, 2010. Any corrections or revisions to this data must be addressed prior to Friday, November 12, 2010, the system cutoff date. The

LINDA CHAMPION  
DEPUTY COMMISSIONER, FINANCE AND OPERATIONS

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attached form letter, which certifies the adjusted student membership and the number of buses reported on the database, must be signed by the District School Superintendent or designee and submitted no later than Thursday, **November 18, 2010**. The October student transportation information provided in this letter must match that reported in the database as of the system cutoff date. **Districts may use Transportation Report F63499 or F70092 to verify adjusted membership and bus information recorded in the database for use in the certification letter.** The information in this letter will be compared with the Department's report to ensure that accurate information is used in the transportation funding formula.

Please call Mark Eggers (School Business Services) at (850) 245-0351, Charlie Hood (School Transportation) at (850) 245-9795, or Ruth Jones (Education Information and Accountability Services) at (850) 245-0400 if assistance is needed.

LC/cc

Attachments

cc: Transportation Directors  
MIS Directors  
Finance Officers

ATTACHMENT A

ATTENTION: Cathy Cross  
**Due Date: November 18, 2010**

Date: \_\_\_\_\_

Fax Number: (850) 245-9135

Mark Eggers  
Florida Department of Education  
School Business Services  
325 W. Gaines Street, Room 814  
Tallahassee, Florida 32399-0400

Dear Mr. Eggers:

This letter certifies the student transportation information totals in the Automated Student Transportation Survey Information Database for the July and October surveys for the \_\_\_\_\_ School District. Zeros entered below indicate that there were no transported students during the survey. All district schools, as appropriate, are represented.

Please note: The July (Survey 1) and October (Survey 2) survey totals should match the data and any updates transmitted as of November 12, 2010.

	<u>Total Buses (Excluding Intersession)</u>	<u>Total Adjusted Base Students</u>	<u>Total Adjusted ESE Students</u>
July 2010 Survey Total	_____	_____	_____
October 2010 Survey Total	_____	_____	_____

Sincerely,

\_\_\_\_\_  
*Signature of District School Superintendent or designee*

ME/cc

ATTACHMENT B

**Student Transportation Reporting Deadlines  
2010-11 through 2013-14**

<p><b>2010-11</b></p> <p><u>Survey 1</u> Survey Week: July 12-16, 2010 Due Date: July 30, 2010 State Processing: July 26-September 17, 2010 Final Update/Amendment: September 30, 2010</p> <p><u>Survey 2</u> Survey Week: October 11-15, 2010 Due Date: October 29, 2010 State Processing: October 18-November 12, 2010 Final Update/Amendment Date: March 31, 2011</p> <p><u>Survey 3</u> Survey Week: February 7-11, 2011 Due Date: February 25, 2011 State Processing: February 14-March 11, 2011 Final Update/Amendment Date: July 31, 2011</p> <p><u>Survey 4</u> Survey Week: June 13-17, 2011 Due Date: July 1, 2011 State Processing: June 27-July 15, 2011 Final Update/Amendment Date: August 31, 2011</p>	<p><b>2012-13</b></p> <p><u>Survey 1</u> Survey Week: July 9-13, 2012 Due Date: July 27, 2012 State Processing: July 23-September 14, 2012 Final Update/Amendment: September 30, 2012</p> <p><u>Survey 2</u> Survey Week: October 8-12, 2012 Due Date: October 26, 2012 State Processing: October 15-November 9, 2012 Final Update/Amendment Date: March 31, 2013</p> <p><u>Survey 3</u> Survey Week: February 11-15, 2013 Due Date: March 1, 2013 State Processing: February 18-March 15, 2013 Final Update/Amendment Date: July 31, 2013</p> <p><u>Survey 4</u> Survey Week: June 17-21, 2013 Due Date: July 5, 2013 State Processing: July 1-19, 2013 Final Update/Amendment Date: August 31, 2013</p>
<p><b>2011-12</b></p> <p><u>Survey 1</u> Survey Week: July 11-15, 2011 Due Date: July 29, 2011 State Processing: July 25-September 16, 2011 Final Update/Amendment: September 30, 2011</p> <p><u>Survey 2</u> Survey Week: October 10-14, 2011 Due Date: October 28, 2011 State Processing: October 17-November 11, 2011 Final Update/Amendment Date: March 31, 2012</p> <p><u>Survey 3</u> Survey Week: February 13-17, 2012 Due Date: March 2, 2012 State Processing: February 20-March 16, 2012 Final Update/Amendment Date: July 31, 2012</p> <p><u>Survey 4</u> Survey Week: June 11-15, 2012 Due Date: June 29, 2012 State Processing: June 25-July 13, 2012 Final Update/Amendment Date: August 31, 2012</p>	<p><b>2013-14</b></p> <p><u>Survey 1</u> Survey Week: July 8-12, 2013 Due Date: July 26, 2013 State Processing: July 22-September 13, 2013 Final Update/Amendment: September 30, 2013</p> <p><u>Survey 2</u> Survey Week: October 14-18, 2013 Due Date: November 1, 2013 State Processing: October 21-November 15, 2013 Final Update/Amendment Date: March 31, 2014</p> <p><u>Survey 3</u> Survey Week: February 10-14, 2014 Due Date: February 28, 2014 State Processing: February 17-March 14, 2014 Final Update/Amendment Date: July 31, 2014</p> <p><u>Survey 4</u> Survey Week: June 16-20, 2014 Due Date: July 7, 2014 State Processing: June 30-July 18, 2014 Final Update/Amendment Date: August 31, 2014</p>